

**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF TEXAS**

**Position Title: Pro Se Law Clerk**

Announcement Number: 2017-3

Location: Tyler, Texas

Grade Range: JSP 11-14 depending on experience

Salary Range: \$60,210- \$131,833



U.S. District Court, EDTX

Human Resources

211 W. Ferguson Street

Tyler, Texas 75702

Opening Date: March 29, 2017

Closing Date: April 12, 2017 or until filled

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**NOTICE OF VACANCY**

The United States District Court for the Eastern District of Texas is accepting applications for the position of **Pro Se Law Clerk**. The continuation of this position is subject to the annual allocation of pro se law clerk positions issued by the Administrative Office. There are seven offices within the Eastern District of Texas: Beaumont, Lufkin, Marshall, Plano, Sherman, Texarkana and Tyler. The duty station is in the Tyler office.

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**POSITION OVERVIEW:**

This position involves working directly with judges on managing prisoner civil rights and habeas corpus cases. Duties include writing draft orders and managing pro se cases. The pro se law clerk independently conducts legal research, reviews case records/filings and drafts proposed opinions, memorandum decisions and orders. This position provides objective advice to judges, chambers and court staff and provides information to litigants and attorneys. In addition, the pro se law clerk works closely with judges assisting with various pretrial conferences and trials.

**MINIMUM QUALIFICATIONS:**

At the time of appointment, the candidate must be a graduate of an ABA accredited law school with strong academic credentials, be a licensed attorney (out-of-state license acceptable) and be proficient in computer assisted research, Microsoft Windows and Word. To qualify for this position, the candidate must also possess superior research and writing skills, exhibit strong analytical ability and demonstrate excellent verbal, written and interpersonal skills.

**DESIRABLE QUALIFICATIONS:**

- Prior civil litigation experience

**BENEFITS AND HIRING POLICIES:**

- Paid annual and sick leave; ten paid holidays per year.
- Medical, dental and vision insurance plans.
- Long-term care insurance, life insurance and flexible spending account program.

- Participation in both the Federal Employees Retirement System and the Thrift Savings Plan (similar to a 401K), with employer matching contributions.

Must be a U.S. citizen or a permanent resident seeking citizenship. Excepted service appointments are “at will” and can be terminated with or without cause by the court. The selected applicant will be hired provisionally pending the results of a background investigation, including an FBI fingerprint and criminal record check and is subject to a six-month probationary period. Employees of the court are subject to the Judicial Code of Conduct. Electronic Funds Transfer (EFT) for payroll deposit is required.

### **HOW TO APPLY:**

Qualified applicants should send a cover letter (including a narrative statement of your background), a Judicial Branch Federal Employment (AO 78) application, a resume, writing sample (no more than 10 pages in length) and law school transcripts. The cover letter should be addressed to:

Jeanette Knight, Human Resources Manager  
William M. Steger Federal Building and United States Courthouse  
211 West Ferguson Street, Room 106  
Tyler, Texas 75702

An application form can be obtained on our web page at: <http://www.txed.uscourts.gov/> All documents should be submitted as a single pdf with the reference number (2017-3) in the subject line via e-mail to: [hr@txed.uscourts.gov](mailto:hr@txed.uscourts.gov).

Completed application packages must be emailed. Incomplete applications will not be considered. Applications will be screened for qualifications and only the most qualified applicants will be contacted and selected for a personal interview. Expenses associated with interviews or relocation will not be reimbursed.

*The United States District Court Is an Equal Opportunity Employer.*